

FILE *OLM*
18 June

DD/S 71-1997

20 MAY 1971

MEMORANDUM FOR: **Director of Communications**

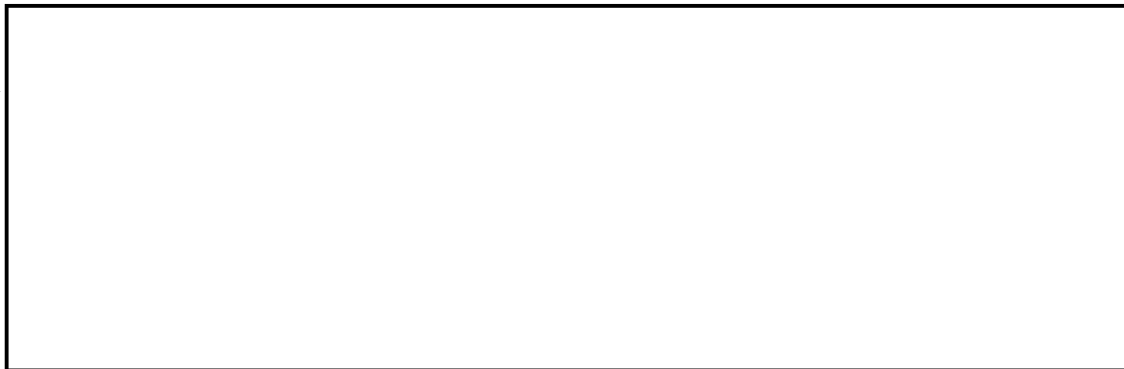
SUBJECT : **Annual OMB Management Improvement Plans/Report**

REFERENCE : **Memo dtd 16 Nov 70 to Support Office Heads from Chief/Plans Staff/DDS; Subject: Implementation of OMB Circular A-44 (Revised), dated 16 Feb 70**

1. A consolidated Directorate Management Improvement Report/Plan implementing OMB Circular A-44 (Revised) is due in O/PPB by 30 June 1971. It is necessary, therefore, that each Office report management improvement accomplishments for the past fiscal year and management improvement actions planned for the coming fiscal year in a format similar to the attached samples. Your report/plans should reach the Chief, Plans Staff, DD/S, by 18 June 1971.

2. You should be aware that the following items from your response to referent memorandum were selected for the Support Directorate report of 31 December 1970:

Management Effectiveness Goals



2. Implement at Headquarters Phase I of the Automated Communications Terminal (ACT). Automated procedures will eliminate manual operations related to cable traffic and will also drastically reduce or eliminate incorrect routing of outgoing messages due to human error. The system will also provide for faster access to

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current messages for readdressal and retransmission purposes. The system will improve security by substantially reducing the number of persons exposed to the bulk of message traffic in readable form. Actual performance evaluation, however, will be deferred until the system has been in operation for a reasonable period of time.

3. Improve maintenance and repair procedures involving highly sophisticated communications equipment on which testing and diagnosis is now done largely circuit by circuit. We now have a study contract on this problem and indications are that additional testing and diagnosis can be done on a modular basis with a resultant saving in time. If this effort is successful, it will avert the need for additional positions to cope with the increasingly complicated equipment.

It is not necessary to report on all items reported previously -- only those in which significant accomplishment has been achieved. Others may be acceptable for inclusion in new plans for FY 1972. Under "Plans," however, you should report only those items for which a serious effort to upgrade performance and efficiency will be made. As a further guideline, O/PPB has furnished the attached extracts from an OMB "newsletter" which may help you ascertain the kinds of accomplishments which are of interest within the context of the OMB Management Improvement Program.

3. Instructions pertaining to reporting of accomplishments under the "Reports Reduction" project will be issued shortly. While under OMB Circular A-44, this report is being treated separately by OMB. Reports reduction savings should not be reported on the format prescribed herein.

4. Finally, actions reported should:

- a. represent real achievement;
- b. avoid verbose treatment of relatively insignificant accomplishments; and
- c. follow the distinctions between "management effectiveness" and "cost reduction" actions as contained in OMB Circular A-44 (Revised).


for Chief, DD/S Plans Staff

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DD/S 71-1997
JUN 1971

MEMORANDUM FOR: Commanding Officer ☐ via D/CO

SUBJECT : Annual OMB Management Improvement Plans/Report

REFERENCE : Memo dtd 16 Nov 70 to Support Office Heads from
Chief/Plans Staff/DDS; Subject: Implementation
of OMB Circular A-44 (Revised), dated 16 Feb 70

1. A consolidated Directorate Management Improvement Report/Plan implementing OMB Circular A-44 (Revised) is due in O/PPB by 30 June 1971. It is necessary, therefore, that each Office report management improvement accomplishments for the past fiscal year and management improvement actions planned for the coming fiscal year in a format similar to the attached samples. Your report/plans should reach the Chief, Plans Staff, DD/S, by 18 June 1971.

2. While none of the items from your response to referent memorandum were selected for the Support Directorate report of 31 December 1970, others may be acceptable for inclusion in new plans for FY 1972. Under "Plans," however, you should report only those items for which a serious effort to upgrade performance and efficiency will be made. As a further guideline, O/PPB has furnished the attached extracts from an OMB "newsletter" which may help you ascertain the kinds of accomplishments which are of interest within the context of the OMB Management Improvement Program.

3. Instructions pertaining to reporting of accomplishments under the "Reports Reduction" project will be issued shortly. While under OMB Circular A-44, this report is being treated separately by OMB. Reports reduction savings should not be reported on the format prescribed herein.

4. Finally, actions reported should:

- a. represent real achievement;
- b. avoid verbose treatment of relatively insignificant accomplishments; and
- c. follow the distinctions between "management effectiveness" and "cost reduction" actions as contained in OMB Circular A-44 (Revised).

☐
Chief, DD/S Plans Staff

Atts.

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GROUP 1
Excluded from automatic
downgrading and
declassification

Reg.

8 JUL 1971

MEMORANDUM FOR: Deputy Director for Support

ATTENTION : AC/PS/DDS

SUBJECT : Year-end Funds for Medical Equipment

1. Against the possibility that FY 1971 year-end funds may become available, we should like to identify the following items of medical equipment that the Office of Medical Services would be interested in procuring. These items are not provided for in our FY 1972 budget plan nor in any subsequent plan. They would however be put to good immediate use in the Agency medical program. The order in which the items are listed is our judgement of the order of priority.

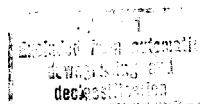
a. Jones Pulmonor II \$ 565.00

This equipment for measuring pulmonary capacity would be used by the Selection Processing Division in the Ames Building. It is similar to one we are presently using at the headquarters medical facility. This would permit definitive studies on dependents proceeding to high altitude locations. It would also be used on a selective basis in initial physical examinations.

b. Coulter Counter Model S 35,000.00

This equipment would enable us to perform blood studies (red and white cell and hemoglobin determinations) as part of all physical examinations conducted at headquarters. At present these are done by hand on a selected basis. The new equipment would automate this.

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SUBJECT: Year-end Funds for Medical Equipment

c. **Portable Defibrillator** 2,650.00

This would be used for on-site emergency verification of rhythmic disorders (cardioscope) and treatment (defibrillator) in the headquarters building area. This equipment is particularly desirable for the emergency medical treatment of patients with histories of coronary artery disease, and can be life-saving. ✓

d. **MT/ST Model IV by IBM** 9,300.00

This specialized typewriter would be used by our clinical activities as an additional input means in our automation efforts.

e. **Two (2) Mini-Recorders, Avionics, Model 375, (\$2,000 each) with two extra rechargeable batteries** 4,000.00

These advanced and miniaturized recorders would be used by employees whose cardiac actions are being studied under normal working conditions. These are a great improvement over the larger, heavier, and more conspicuous recorders employees wear at present in this program. ✓

TOTAL \$51,515.00

2. We would greatly appreciate any year-end funds that could be made available for the procurement of any or all of the above items.

SIGNED

JOHN R. TIETJEN M.D.
JOHN R. TIETJEN, M.D.
Director of Medical Services

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DD/S 71-1997

20 MAY 1971

MEMORANDUM FOR: Director of Logistics

SUBJECT : Annual OMB Management Improvement Plans/Report

REFERENCE : Memo dtd 16 Nov 70 to Support Office Heads from
Chief/Plans Staff/DDS; Subject: Implementation
of OMB Circular A-44 (Revised), dated 16 Feb 70

1. A consolidated Directorate Management Improvement Report/Plan implementing OMB Circular A-44 (Revised) is due in O/PPS by 30 June 1971. It is necessary, therefore, that each Office report management improvement accomplishments for the past fiscal year and management improvement actions planned for the coming fiscal year in a format similar to the attached samples. Your report/plans should reach the Chief, Plans Staff, DD/S, by 18 June 1971.

2. You should be aware that the following items from your response to referent memorandum were selected for the Support Directorate report of 31 December 1970:

Management Effectiveness Goals

1. Reduce packaging efforts to a minimum by providing packaging specifications to vendors at the time of the initial procurement action. Much of the materiel now consumed by the Agency must be packaged or repackaged by our supply depots.

2. Consolidate cargo shipments through the increased use of CONEX and van-type containers. This, in turn, will permit increased use of the SEALAND service for shipments from the [redacted]

[redacted] The result should be reduced transportation time.

3. Examine file records, requisition copies, shipping documents, purchase orders and other logistics records with the following in mind:

a. Combining general purchase order and [redacted] accountable property files at the time of retirement, thereby reducing the number of such files by 17,500 annually and conserving 100 cubic feet of records space annually.

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b. Eliminating duplicating in files maintained by the Supply Division and Agency operating elements concerning TVA's and administrative items of supply.

c. Determine feasibility of providing field activities with a single copy of supply documentation and, when necessary, field activities can reproduce additional copies.

It is ~~not~~ necessary to report on all items reported previously -- only those in which significant accomplishment has been achieved. Others may be acceptable for inclusion in new plans for FY 1972. Under "Plans," however, you should report only those items for which a serious effort to upgrade performance and efficiency will be made. As a further guideline, O/PPS has furnished the attached extracts from an OMB "newsletter" which may help you ascertain the kinds of accomplishments which are of interest within the context of the OMB Management Improvement Program.

3. Instructions pertaining to reporting of accomplishments under the "Reports Reduction" project will be issued shortly. While under OMB Circular A-44, this report is being treated separately by OMB. Reports reduction savings should not be reported on the format prescribed herein.

4. Finally, actions reported should:

- a. represent real achievement;
- b. avoid verbose treatment of relatively insignificant accomplishments; and
- c. follow the distinctions between "management effectiveness" and "cost reduction" actions as contained in OMB Circular A-44 (Revised).



Chief, DD/S Plans Staff

Atts.

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- 1 - DD/S Chrono
- 1 - PS Chrono

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DD/S 71-1997

20 MAY 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Annual OMB Management Improvement Plans/Report

REFERENCE : Memo dtd 16 Nov 70 to Support Office Heads from Chief/Plans Staff/DDS; Subject: Implementation of OMB Circular A-44 (Revised), dated 16 Feb 70

1. A consolidated Directorate Management Improvement Report/Plan implementing OMB Circular A-44 (Revised) is due in O/PPB by 30 June 1971. It is necessary, therefore, that each Office report management improvement accomplishments for the past fiscal year and management improvement actions planned for the coming fiscal year in a format similar to the attached samples. Your report/plans should reach the Chief, Plans Staff, DD/S, by 18 June 1971.

2. You should be aware that the following items from your response to referent memorandum were selected for the Support Directorate report of 31 December 1970:

Management Effectiveness Goals

1. Train instructors now identified with the administration of courses utilizing outside speakers in order to improve their substantive knowledge to the point where they can participate in presenting the actual instruction.
2. Review and revise tutorial language programs in order to reduce the number through the enlargement of existing classes and a reduction in the number of short-term language courses.

It is not necessary to report on all items reported previously -- only those in which significant accomplishment has been achieved. Others may be acceptable for inclusion in new plans for FY 1972. Under "Plans," however, you should report only those items for which a serious effort to upgrade performance and efficiency will be made. As a further guideline, O/PPB has furnished the attached extracts from an OMB "newsletter" which may help you ascertain the kinds of accomplishments which are of interest within the context of the OMB Management Improvement Program.

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3. Instructions pertaining to reporting of accomplishments under the "Reports Reduction" project will be issued shortly. While under OMB Circular A-44, this report is being treated separately by OMB. Reports reduction savings should not be reported on the format prescribed herein.

4. Finally, actions reported should:

- a. represent real achievement;
- b. avoid verbose treatment of relatively insignificant accomplishments; and
- c. follow the distinctions between "management effectiveness" and "cost reduction" actions as contained in OMB Circular A-44 (Revised).



Chief, DD/S Plans Staff

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- 1 - PS Chrono

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DD/S 71-1997

20 MAY 1971

MEMORANDUM FOR: Director of Finance

SUBJECT : Annual OMB Management Improvement Plans/Report

REFERENCE : Memo dtd 16 Nov 70 to Support Office Heads from
Chief/Plans Staff/DDS; Subject: Implementation
of OMB Circular A-44 (Revised), dated 16 Feb 70

1. A consolidated Directorate Management Improvement Report/Plan implementing OMB Circular A-44 (Revised) is due in O/PPB by 30 June 1971. It is necessary, therefore, that each Office report management improvement accomplishments for the past fiscal year and management improvement actions planned for the coming fiscal year in a format similar to the attached samples. Your report/plans should reach the Chief, Plans Staff, DD/S, by 18 June 1971.

2. You should be aware that the following item from your response to referent memorandum was selected for the Support Directorate report of 31 December 1970:

Management Effectiveness Goals

Simplify procedures for reconciliation of Type II Annual Property Accountings through the use of selected reviews and sampling techniques. This should reduce the volume of correspondence involved and speed up the processing of the accountings.

It is not necessary to report on all items reported previously -- only those in which significant accomplishment has been achieved. Others may be acceptable for inclusion in new plans for FY 1972. Under "Plans," however, you should report only those items for which a serious effort to upgrade performance and efficiency will be made. As a further guideline, O/PPB has furnished the attached extracts from an OMB "newsletter" which may help you ascertain the kinds of accomplishments which are of interest within the context of the OMB Management Improvement Program.

3. Instructions pertaining to reporting of accomplishments under the "Reports Reduction" project will be issued shortly. While under OMB Circular A-44, this report is being treated separately by OMB. Reports reduction savings should not be reported on the format prescribed herein.

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4. Finally, actions reported should:

- a. represent real achievement;**
- b. avoid verbose treatment of relatively insignificant accomplishments; and**
- c. follow the distinctions between "management effectiveness" and "cost reduction" actions as contained in OMB Circular A-44 (Revised).**



for Chief, DD/S Plans Staff

Atts.

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20 MAY 1971

MEMORANDUM FOR: Director of Security

SUBJECT : Annual OMB Management Improvement Plans/Report

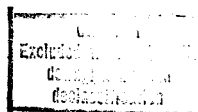
REFERENCE : Memo dtd 16 Nov 70 to Support Office Heads from
Chief/Plans Staff/DDs Subject: Implementation
of OMB Circular A-44 (Revised), dated 16 Feb 70

1. A consolidated Directorate Management Improvement Report/Plan implementing OMB Circular A-44 (Revised) is due in O/PFB by 30 June 1971. It is necessary, therefore, that each Office report management improvement accomplishments for the past fiscal year and management improvement actions planned for the coming fiscal year in a format similar to the attached samples. Your report/plans should reach the Chief, Plans Staff, DD/S, by 18 June 1971.

2. You should be aware that the following items from your response to recent memorandum were selected for the Support Directorate report of 31 December 1970:

Management Effectiveness Goals

1. Negotiate with customer components a ten percent reduction during the reporting period of the number of requests for operational support provided by the Office of Security.



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3. Standardize criteria and establish adequate controls of security file review involving retiring personnel actions. Such processing now involves a security file review for each action; such as personal letters of appreciation, medallions, awards, selections for the Agency Reserve Program, etc. Standardization and controls will permit one file review for all such requirements.

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Cost Reduction Goals

1. The Office of Security plans to reduce rental fees for equipment leased by the Security Records and Communications Division through the use of newer equipment. Annual rental savings approximating \$2,800 are expected.

It is not necessary to report on all items reported previously -- only those in which significant accomplishment has been achieved. Others may be acceptable for inclusion in new plans for FY 1972. Under "Plans," however, you should report only those items for which a serious effort to upgrade performance and efficiency will be made. As a further guideline, O/PPB has furnished the attached extracts from an OMB "newsletter" which may help you ascertain the kinds of accomplishments which are of interest within the context of the OMB Management Improvement Program.

3. Instructions pertaining to reporting of accomplishments under the "Reports Reduction" project will be issued shortly. While under OMB Circular A-44, this report is being treated separately by OMB. Reports reduction savings should not be reported on the format prescribed herein.

4. Finally, actions reported should:

- a. represent real achievement;
- b. avoid verbose treatment of relatively insignificant accomplishments; and

c. follow the distinctions between "management effectiveness" and "cost reduction" actions as contained in OMB Circular A-44 (Revised).

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Chief, DD/S Plans Staff

DD/S 71-1997

20 MAY 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual OMB Management Improvement Plans/Report

REFERENCE : Memo dtd 16 Nov 70 to Support Office Heads from
Chief/Plans Staff/DDS; Subject: Implementation
of OMB Circular A-44 (Revised), dated 16 Feb 70

1. A consolidated Directorate Management Improvement Report/Plan implementing OMB Circular A-44 (Revised) is due in O/PPB by 30 June 1971. It is necessary, therefore, that each Office report management improvement accomplishments for the past fiscal year and management improvement actions planned for the coming fiscal year in a format similar to the attached samples. Your report/plans should reach the Chief, Plans Staff, DD/S, by 18 June 1971.

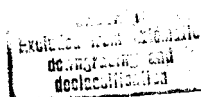
2. You should be aware that the following items from your response to referent memorandum were selected for the Support Directorate report of 31 December 1970:

Management Effectiveness Goals

1. Pursue examination of procedures by which the payroll deduction system can be used for payment of insurance premiums in lieu of present arrangement which requires action by each affected individual employee.
2. Initiate plans to query retirees for the purpose of obtaining information which will permit improvement in Agency planning, counselling and job placement efforts for prospective retirees. Continued efforts are also underway to improve internal records so that they will provide more reliable information on employment assistance, effective techniques in locating jobs and, in general, keeping current with the job market.

It is not necessary to report on all items reported previously -- only those in which significant accomplishment has been achieved. Others may be acceptable for inclusion in new plans for FY 1972. Under "Plans," however, you should report only those items for which a serious effort to upgrade performance and

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efficiency will be made. As a further guideline, O/PPB has furnished the attached extracts from an OMB "newsletter" which may help you ascertain the kinds of accomplishments which are of interest within the context of the OMB Management Improvement Program.

3. Instructions pertaining to reporting of accomplishments under the "Reports Reduction" project will be issued shortly. While under OMB Circular A-44, this report is being treated separately by OMB. Reports reduction savings should not be reported on the format prescribed herein.

4. Finally, actions reported should:

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- b. avoid verbose treatment of relatively insignificant accomplishments; and
- c. follow the distinctions between "management effectiveness" and "cost reduction" actions as contained in OMB Circular A-44 (Revised).



Chief, DD/S Plans Staff

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DD/S 71-1997

20 MAY 1971

MEMORANDUM FOR: Director of Medical Services

SUBJECT : Annual OMB Management Improvement Plans/Report

REFERENCE : Memo dtd 16 Nov 70 to Support Office Heads from Chief/Plans Staff/DDS; Subject: Implementation of OMB Circular A-44 (Revised), dated 16 Feb 70

1. A consolidated Directorate Management Improvement Report/Plan implementing OMB Circular A-44 (Revised) is due in O/PPB by 30 June 1971. It is necessary, therefore, that each Office report management improvement accomplishments for the past fiscal year and management improvement actions planned for the coming fiscal year in a format similar to the attached samples. Your report/plans should reach the Chief, Plans Staff, DD/S, by 18 June 1971.

2. You should be aware that the following item from your response to referent memorandum was selected for the Support Directorate report of 31 December 1970:

Cost Reduction Goals

The Office of Medical Services has developed automated laboratory procedures which will permit biochemical profiling through twelve tests on one blood sample. The heart of this new system is a machine capable of processing 30 such samples per hour. Chemicals utilized by the machine cost \$2 for each battery of twelve tests per patient. Previous manual methods cost \$1 per test or \$12 per patient. The program envisaged is a screening program which will enable the Office of Medical Services to extend its laboratory procedures to those employees who are now not seen subsequent to entry on duty. Cost reductions can be measured in terms of the \$10 per patient difference, multiplied by the number of patients handled. This arrangement will permit more such testing within the constraint of available funds.

It is not necessary to report on all items reported previously -- only those in which significant accomplishment has been achieved. Others may be acceptable for inclusion in new plans for FY 1972. Under "Plans," however, you should report only those items for which a serious effort to upgrade performance and efficiency will be made. As a further guideline, O/PPB has furnished the attached extracts from an OMB "newsletter" which may help you ascertain the kinds of accomplishments which are of interest within the context of the OMB Management Improvement Program.

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3. Instructions pertaining to reporting of accomplishments under the "Reports Reduction" project will be issued shortly. While under OMB Circular A-44, this report is being treated separately by OMB. Reports reduction savings should not be reported on the format prescribed herein.

4. Finally, actions reported should:

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Chief, DD/S Plans Staff

Atts.

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- 1 - PS Chrono

DD/S 71-1997

20 MAY 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Annual OMB Management Improvement Plans/Report

REFERENCE : Memo dtd 16 Nov 70 to Support Office Heads from
Chief/Plans Staff/DDS; Subject: Implementation
of OMB Circular A-44 (Revised), dated 16 Feb 70

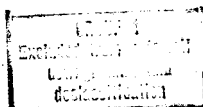
1. A consolidated Directorate Management Improvement Report/Plan implementing OMB Circular A-44 (Revised) is due in O/PPB by 30 June 1971. It is necessary, therefore, that each Office report management improvement accomplishments for the past fiscal year and management improvement actions planned for the coming fiscal year in a format similar to the attached samples. Your report/plans should reach the Chief, Plans Staff, DD/S, by 18 June 1971.

2. You should be aware that the following items from your response to referent memorandum were selected for the Support Directorate report of 31 December 1970:

Management Effectiveness Goals

1. Improve the Support Directorate contributions to the Agency's management data base through continued efforts to implement the 10 major systems and 41 subsystems comprising this base.
2. Intensify efforts involving collaboration with representatives of the Office of Computer Services and the Support Services Staff which are underway in order to improve, through automatic data processing means, a wide variety of individual systems now handled manually within the Office of Finance. These involve, for example, such things as financial reporting, payrolls, savings bonds, employer tax returns and a host of others. The effort will also involve the use of computer-generated entries and outputs derived as a by-product of Logistics processing for the purpose of eliminating manual records now in the Office of Finance.
3. Examine selected records collections for the purpose of developing criteria for determining the cost/benefit implications of microfilming for the purpose of conserving space.

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It is not necessary to report on all items reported previously -- only those in which significant accomplishment has been achieved. Others may be acceptable for inclusion in new plans for FY 1972. Under "Plans," however, you should report only those items for which a serious effort to upgrade performance and efficiency will be made. As a further guideline, O/PPB has furnished the attached extracts from an OMB "newsletter" which may help you ascertain the kinds of accomplishments which are of interest within the context of the OMB Management Improvement Program.

3. Instructions pertaining to reporting of accomplishments under the "Reports Reduction" project will be issued shortly. While under OMB Circular A-44, this report is being treated separately by OMB. Reports reduction savings should not be reported on the format prescribed herein.

4. Finally, actions reported should:

- a. represent real achievement;
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- c. follow the distinctions between "management effectiveness" and "cost reduction" actions as contained in OMB Circular A-44 (Revised).



for Chief, DD/S Plans Staff

Atts.

PS-DD/S:SWR:bkf [] (20 May 71)

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